

Multiple Jobs/Multiple Approvers

1. Ecotime limits the system approval to the 1st Supervisor/Timekeeper or Delegate to log in and approve the time, even though time submitted is for multiple jobs
2. Employees with multiple jobs will report their time on 1 timesheet:
 - a. Select the **day**, enter **hours in**, **hours out**, and **meal break**
 - b. Select the job in the **Appointment** drop down that represents the hours entered

3. The **Appointment** selection includes the **Title Code**, **Title**, **Department** and **Pay Rate**, so employees can easily distinguish for which job they are reporting hours

1st Approver Procedure

1. When a Supervisor/Timekeeper or Delegate logs into Ecotime, there will only be 1 approval checkbox
2. The 1st approver will follow these steps
3. Open Web Browser, enter Ecotime URL
4. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
5. Select **Manager Tasks**, select **Employee Timesheets**, select **Period**, defaults to current pay period, click **go**

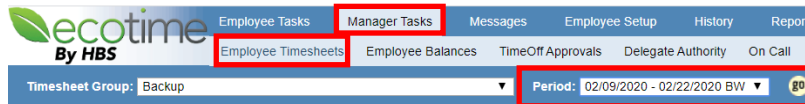
6. Manager dashboard displays (image is partial view of dashboard)

000105590 Full Access	GRIFFEN, COLEEN J NonExempt/Hourly/BW	40.00	32.00	72.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> Approve
000708681 Full Access	HENNON, DESIREE MICHELLE NonExempt/Hourly/BW	8.00		8.00							<input type="checkbox"/> Approve
000301075 Full Access	JONES, VASHON MAURICE NonExempt/Hourly/BW	8.00	16.00	24.00					1		<input type="checkbox"/> Approve
000105590 Full Access	KARMACHARYA, SWETA SHRESTHA NonExempt/Hourly/BW	63.00	8.00	71.00							<input type="checkbox"/> Approve
000301075 Full Access	LAVRIGATA, MELISSA ROSE NonExempt/Hourly/BW										<input type="checkbox"/> Approve
Press the button to the right to approve/unapprove all checked items											<input type="button" value="Submit"/>

7. In this example, the employee has completed their timesheet
8. For employees that have multiple appointments there is only 1 approval per employee, per timesheet, as shown
9. The Supervisor/Timekeeper or Delegate will review timesheet, select **Approve** and click **Submit**

2nd or 3rd Approver procedure

1. When a Supervisor/Timekeeper or Delegate logs into Ecotime, there will only be 1 approval checkbox
2. The 2nd or 3rd approver will follow these steps
3. Open Web Browser, enter Ecotime URL
4. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
5. Select **Manager Tasks**, select **Employee Timesheets**, select **Period**, defaults to current pay period, click **go**



6. Manager dashboard displays (image is partial view of dashboard)

000105590 Full Access	GRIFFEN, COLEEN J NonExempt/Hourly/BW	40.00	32.00	72.00							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/> UnApprove
000708681 Full Access	HENNON, DESIREE MICHELLE NonExempt/Hourly/BW	8.00		8.00												<input type="checkbox"/> Approve
000301075 Full Access	JONES, VASHON MAURICE NonExempt/Hourly/BW	8.00	16.00	24.00						1						<input type="checkbox"/> Approve
000105590 Full Access	KARMACHARYA, SWETA SHRESTHA NonExempt/Hourly/BW	63.00	8.00	71.00												<input type="checkbox"/> Approve
000301075 Full Access	LAVRIGATA, MELISSA ROSE NonExempt/Hourly/BW															<input type="checkbox"/> Approve

Press the button to the right to approve/unapprove all checked items

7. In this example, the employee has **Completed** their timesheet and the 1st approver has **Approved** and **Submitted** the timesheet (image shows **Unapprove** as only option)
8. For employees that have multiple appointments there is only 1 approval per employee, per timesheet, as shown
9. Click on employee link to open and review timesheet
10. Verify hours submitted
11. In upper right hand corner of screen, click on **Notes** icon



12. The **Notes** dialog box displays, enter suggested note:
Timesheet Approved for pay period ending (date) – your name
13. Click **Submit Note**

Notes for 01/12/2020 - 01/25/2020 BW

Timesheet Approved for w/e 1/25/20 - Manager name

Reminders

- Ecotime limits the system approval to the 1st Supervisor/Timekeeper or Delegate to log in and approve the time, even though time submitted is for multiple jobs
- All Managers should review and approve time
- Employees with multiple jobs will report their time on 1 timesheet